

## MICROFILM PREPPING TIPS

1. **Read the Microfilm Project Registration (MPR) for the application before prepping.** The MPR may have instructions pertinent to prepping the files for filming (i.e. insert header sheets etc.).
2. Remove all staples, paper clips, and clasps. Do not leave the removed staples etc. lying in the file between the pages, take care to prep a clean file. Failing to do so may cause camera problems.
3. Tape any torn documents.
4. Small documents (less than half sheet in width) tape to an 8 1/2 x 11 sheet of paper. The tape needs to cover the complete width of the top of the small document. If a document is longer than 24 inches, cut it wherever appropriate.
5. If a post-it note is covering pertinent documentation either tape it to a blank sheet of paper or the back side of the document (if the back is blank). If the post-it-note contains irrelevant information, discard the note.
6. Jagged edges need to be removed. Jagged edges may tear off inside the camera and cover documentation.
7. NCR. Tear apart and remove the perforated edge. As an option, keep the original copy (white) and discard the copies (color sheets).
8. Unfold any documents which are folded. Unfold and straighten folded corners.
9. Make copies of documents on which the data is either too light or too dark to eliminate any image quality problems. Pictures most often do not film well. If you must film a picture, either make a copy of it or remember to tape the picture to an 8 1/2 x 11 sheet of paper. **Remember, microfilming does not enhance the image quality.**
10. Unbind bound books (this includes spiral notebooks). Remove any rough edges.
11. Avoid using dark colored paper; i.e. red, dark purple, forest green, navy blue. These colors do not microfilm/scan well. Most pastel colors are acceptable.
12. Avoid using pencil on documents. Avoid using highlighters. Yellow highlighter on white paper produces the best quality image **if** highlighting is necessary. Pink, green and blue highlighters will blank out information being highlighted.
13. Manila envelopes should be cut apart so just the top/front side will be filmed. Also, padded envelopes will not go through the microfilm camera, a copy needs to be made of the top/front side. Cardboard cannot be filmed; a copy needs to be made of the item. Other non-filmable items should be removed from the file.
14. The following are the maximum widths allowed for a document based on the reduction ratios being used (see MPR). If a documents is wider then the maximum allowed, it must be cut or reduced down or filmed using a planetary camera:
  - 24x reduction: 12"
  - 40x reduction: 10.2"
  - 50x reduction: 12"